



MEMORANDUM

Date: August 15, 2002

To: All State Agencies

From: Department of General Services
Procurement Division

Subject: CALIFORNIA PROMPT PAYMENT ACT -
• ANNUAL REPORT OF LATE PAYMENT PENALTIES PAID DURING
FISCAL YEAR 2001 - 2002

The California Prompt Payment Act, Government Code 927 et seq., requires state agencies to report annually to the Director of the Department of General Services (DGS) on late payment penalties that were paid during the preceding fiscal year. We are now collecting late payment penalty information for Fiscal Year 2001 - 2002.

Please see the enclosed form, *LATE PAYMENT PENALTIES PAID During FISCAL YEAR 2001 - 2002* and complete it appropriately. You may choose to download it instead from www.dgs.ca.gov/pd and complete it in Microsoft WORD. Note that all agencies are expected to respond, including those who have zero penalties to report for the year. Please also note that late fees paid for CAL-Card invoices and utility bills, and any other late fees, are to be included in this report. **Return this completed form by September 30, 2002.**

Thank you for your timely cooperation. Should you have questions please feel free to contact Ms. Lea Fox, Manager, Prompt Payment Program, (916) 375-4351 and lea.fox@dgs.ca.gov. Once all reports are in and compiled we will post the spreadsheet on our website, www.dgs.ca.gov/pd or we can provide a printed copy at your request.



Clothilde Hewlett, Interim Director
Department of General Services

CH:RC:lf

Enclosure